

OPERATIONS BUSINESS TEAM
October 8, 2001 (DRAFT)

	OPPORTUNITY CATEGORY	TOPICS	DECISIONS / ACTIONS / ISSUES	STATUS / COMPLETION DATES	NEXT OBT REVIEW DATE	RESPONSIBLE PERSON(S)
1	Costs & Cash Flow	2002 OB Preliminary Budget Review	<i>Will create centralized infrastructure to conduct OS training at the factories. 2002 OB will reflect that CINDAR project has been discontinued and not funded. RD&E to verify their headcount analysis on 10/1/01 and report results to D. Beran. Proposed headcount changes are not to have an adverse effect on reduced harm initiatives / projects. The following items of discussion will be reviewed with D. Beran on 10/1/01: Processing Plant FME details on a per plant basis and Purchasing headcount details.</i>	<i>Budget review conducted.</i>	DONE	M. Saine
2	Costs & Cash Flow	Manufacturing Optimization Strategy - Business Case Update		K. Kriva, P. Longest, S. Hunter, D. G. Johnson and J. Gomes to give updates on business cases for Existing Equipment Strategy, Filter Making Reconfiguration, Material Handling, Manufacturing System Infrastructure and MC Infrastructure Upgrades respectively. Time: 2 hr.	TBD	C. Schwartz & G. Ruth
3	Costs & Cash Flow	<i>Operations Budget Update - Total Year Position for 2001</i>		S. Mitchell to give update. Time: 30 min.	10/15/01	M. Saine
4	Costs & Cash Flow	Operations Measures		D. Weber & S. Mitchell to give update. Time: 20 min.	10/15/01	H. Burnley
5	Costs & Cash Flow	Production Plan Update		R. Kelly to make presentation. Time: 30 min.	10/15/01	H. Burnley
6	Costs & Cash Flow	<i>Review of 2002 I.S. Projects</i>		<i>D. Riegel & M. Dajanl to facilitate review. Time: 45 min.</i>	10/15/01	D. Riegel
7	Organizational Capability	OBT Organizational Review Roll Up		K. Benner to facilitate. Time: 3 hr.	10/15/01	K. Benner
8	Organizational Capability	PMECF Update		C. Comes, H. Crapol, P. Herold and C. Gordon to give update. Time: 45 min.	10/15/01	T. Hanson
9	Organizational Capability	Round Table Discussion - Organizational Comfort With Discussing Product and Potential Harm Reduction		Round table discussion to be continued regarding the question, "Do people in our organization feel comfortable talking about our product and reduced harm and how we can continue our reduced harm effort?".	10/15/01	D. Beran
10	Costs & Cash Flow	Review of Annual OBT Planning Meeting for OBT Reports		D. Weber to facilitate.	11/9/01	H. Burnley
11	Organizational Capability	Supplier Diversity Update		G. Huelzman to give update. Time: 20 min.	11/9/01	H. Long

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12	Quality System Implementation	Special Situation Training		A. Cook to make presentation. Time: 1 hr.	11/9/01	J. Carboni
13	Costs & Cash Flow	MONTHLY - Operations Budget Update for October		S. Mitchell to give update. Time: 30 min.	11/19/01	M. Saine
14	Costs & Cash Flow	Operations Measures		D. Weber & S. Mitchell to give update. Time: 20 min.	11/19/01	H. Burnley
15	Costs & Cash Flow	Production Plan Update		R. Kelly to make presentation. Time: 30 min.	11/19/01	H. Burnley
16	Costs & Cash Flow	Strategic Plan Review - Leaf Procurement & Processing and Materials Procurement		D. Weber to facilitate. Time: 1 hr. 30 min.	11/19/01	H. Burnley
17	Organizational Capability	Salaried Staffing-related Issues		S. Scofield to facilitate discussion. Time: 3 hr.	11/19/01	K. Benner
18	Organizational Capability	Technical Ladder Review		D. Donaher to facilitate review. Time: 40 min.	11/19/01	H. Alonso
19	Quality System Implementation	Preview of 4th Quarter 2001 Management Review		J. Carboni & P. Grantham to make presentation. Time: 45 min.	11/19/01	J. Carboni
20	Compliance	Semi-Annual Update on Sanitation		D. Chadick to give update. Time: 30 min.	12/10/01	J. Lewis
21	Costs & Cash Flow	Final 2002 OB Review		S. Mitchell to make presentation. Time: 1 hr.	12/10/01	M. Saine
22	Costs & Cash Flow	MONTHLY - Operations Budget Update for November		S. Mitchell to give update. Time: 30 min.	12/10/01	M. Saine
23	Costs & Cash Flow	Operations Measures		D. Weber & S. Mitchell to give update. Time: 20 min.	12/10/01	H. Burnley
24	Costs & Cash Flow	Perforation Optimization - Decision Whether to Outsource		L. Nardell to make presentation.	12/10/01	H. Long
25	Costs & Cash Flow	Production Plan Update		R. Kelly to make presentation. Time: 30 min.	12/10/01	H. Burnley
26	Costs & Cash Flow	QUARTERLY - Review of Open Capital Projects		R. Samento to give presentation. Time: 30 min.	12/10/01	M. Saine
27	Costs & Cash Flow	Strategic Plan Review - Product & Blend		D. Weber to facilitate. Time: 1 hr. 30 min.	12/10/01	H. Burnley
28	Costs & Cash Flow	MONTHLY - Operations Budget Update for December		S. Mitchell to give update. Time: 30 min.	1/24/02	M. Saine

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29	Costs & Cash Flow	Operations Measures		D. Weber & S. Mitchell to give update. Time: 20 min.	1/24/02	H. Burnley
30	Costs & Cash Flow	Production Plan Update		R. Kelly to make presentation. Time: 30 min.	1/24/02	H. Burnley
31	Costs & Cash Flow	Strategic Plan Review		D. Weber to facilitate.. Time: 1 hr. 30 min.	1/24/02	H. Burnley
32	Organizational Capability	Topic TBD		Entire meeting to be devoted to this topic.	2/7/02	K. Benner
33	Costs & Cash Flow	MONTHLY - Operations Budget Update for December		S. Mitchell to give update. Time: 30 min.	2/21/02	M. Saine
34	Costs & Cash Flow	Operations Measures		D. Weber & S. Mitchell to give update. Time: 20 min.	2/21/02	H. Burnley
35	Costs & Cash Flow	Production Plan Update		R. Kelly to make presentation. Time: 30 min.	2/21/02	H. Burnley
36	Costs & Cash Flow	Strategic Plan Review		D. Weber to facilitate.. Time: 1 hr. 30 min.	2/21/02	H. Burnley
37	Organizational Capability	Topic TBD		Entire meeting to be devoted to this topic.	3/7/02	K. Benner
38	Costs & Cash Flow	MONTHLY - Operations Budget Update for December		S. Mitchell to give update. Time: 30 min.	3/21/02	M. Saine
39	Costs & Cash Flow	Operations Measures		D. Weber & S. Mitchell to give update. Time: 20 min.	3/21/02	H. Burnley
40	Costs & Cash Flow	Production Plan Update		R. Kelly to make presentation. Time: 30 min.	3/21/02	H. Burnley
41	Costs & Cash Flow	QUARTERLY - Review of Open Capital Projects		R. Samento to give presentation. Time: 30 min.	3/21/02	M. Saine
42	Costs & Cash Flow	Strategic Plan Review		D. Weber to facilitate.. Time: 1 hr. 30 min.	3/21/02	H. Burnley
43	Organizational Capability	HR Policy & Compliance - Quarterly Update		N. R. Jackson to give update. Time: 30 min.	3/21/02	K. Benner